Carry it Easy™

User Guide

FREECOM
Edition

COSOSYS

User Manual Version 2.0

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1. Introduction

Carry it Easy™ will enhance the functionality of your portable storage device and help you keep your personal data available on the road.

With **Carry it Easy** and your portable storage device you can:
keep your **Internet Explorer Favorites/Firefox Bookmarks** synchronized,
keep your **Outlook Express** data portable,
keep your **Folders, Desktop** and **My Documents** data synchronized,
compress your **data** to save valuable memory space,
password protect / (encrypt)all the data on your portable storage device,
partition the USB Drive into Public and Private areas[1],
surf the internet without leaving a trace behind with Internet Explorer and Firefox,
and in case you loose your portable storage device, the finder can contact you just by using the **USB Drive Lost & Found™** information (without having access to your private files).

Warning!
While using Carry it Easy, you should never disconnect your Device without closing Carry it Easy properly first, via the exit button and then using the "Safely Remove Hardware" option of Windows (see description below).

To use Carry it Easy, it is required to format your Device. Make sure to make a backup of all your data on the Device before you run Carry it Easy otherwise your data will be lost.

[1] Not available for all USB Flash Drives.

2. System Requirements

- Operating Systems:
    - Windows 2000 Service Pack 4
    - Windows XP (Service Pack 2 is recommended)
    - Administrative rights on your computer
- Internet Explorer (version 5.0 and higher) or Mozilla Firefox version 1.0 and higher
- Outlook Express version 5.0 and higher
  and to be able to use the portable outlook express e-mail, the remote PC has to have Outlook Express installed as well.
  In case your Outlook Express was uninstalled, you will still be able to use the other functions of Carry it Easy. The Outlook Express option will be disabled.
- Available USB port
- USB Drive (USB Flash Memory Drive) or flash based MP3 Player or SD Card, of many storage card formats.
  If your portable storage device has a manual write protection switch (lock) it must be in the unprotected position in order to be able to use Carry it Easy.
- (A U3 smart Drive only required for the use with Carry it Easy U3 Edition)

3. Installation

Carry it Easy usually comes **pre-installed on** your **portable storage device (e.g. USB Flash Drive)**.

If you **downloaded Carry it Easy** from the internet you have to copy the CarryItEasy.exe on your USB Drive or other supported portable storage media.

No installation process on your PC is needed. Simply double-click the CarryitEasy.exe file and you can immediately start using the application.

In case your USB Drive didn't include a CD-ROM with a copy of Carry it Easy we recommend, that you make a backup copy of the CarryitEasy.exe to another storage device.

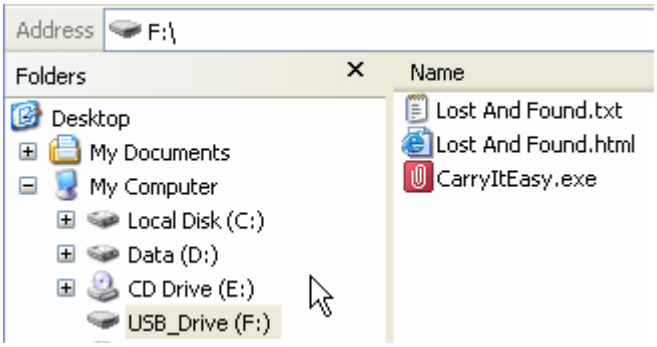
To start/use Carry it Easy always start the CarryItEasy.exe from your USB Device.

4. Getting Started

4.1. Start Carry it Easy

To start Carry it Easy, plug-in your USB Drive or connect your portable storage device and open My Computer (Windows Explorer).

Open the USB Drive or removable storage drive with the drive letter e.g. D: or F: depending on your computer and double-click the CarryitEasy.exe to start the application.



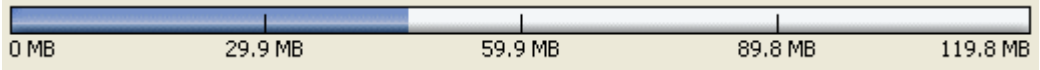
The CarryitEasy.exe file will remain on your USB Drive in order to be able to use the application when you switch between different computers. Please always run the application from the USB Drive and not from your hard disk or your desktop.

4.2. General Navigation

Every time you start Carry it Easy, you will come first to the welcome window either directly or after having logged in with your password. On the left side of the window you will have the main functions permanently available (see picture to the left). Just click for example the Internet Favorites option, and you will have the function available. You also have access to most features through the system tray icon. The system tray functions are described below.

4.3. USB Drive / Portable Storage Capacity

On the bottom of the main window, you always have displayed a fill bar indicating the capacity available and the already used capacity of your USB Drive. When you make a new selection e.g. of a My Documents folder you want to synchronize, the fill bar will jump to the new capacity used to indicate what capacity would still be left on the Device. [If the USB Flash Drive is partitioned the fill bar will indicate the size of the Private area (password protected area) only. You can see the size of the Public area (not password protected) by pressing the “Device Information” button.]



5. Working with Carry it Easy

5.1. Security Settings

Depending on your storage device, Carry it Easy uses two different types of security settings. The security settings that are hardware based or software encryption based depend on your devices capabilities. For some USB Flash Drives hardware based security settings are available. For other storage devices software encryption is used to protect your data.

5.1.1. Hardware based password protection & partitioning

(for some USB Flash Drives)

When using Carry it Easy for the first time, we recommend that you set the security settings for your USB Drive to password protection.

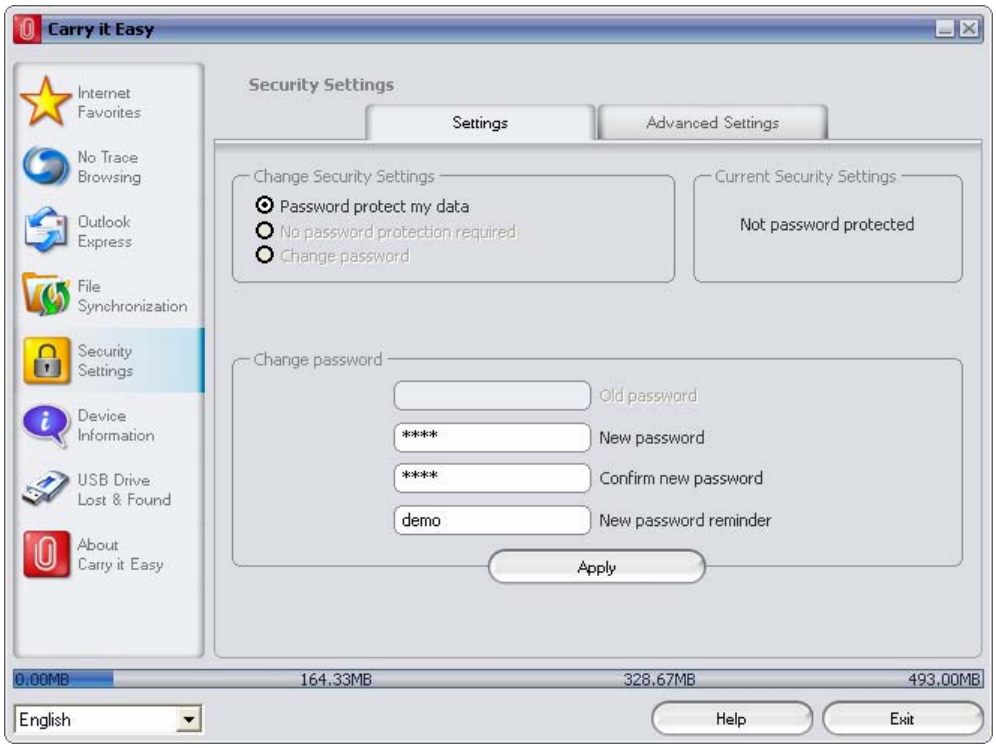
There are two windows, where the security settings can be changed.

In the main application window, by selecting the “Security Settings” option or in the login window if you already have set a password and want to change it there.

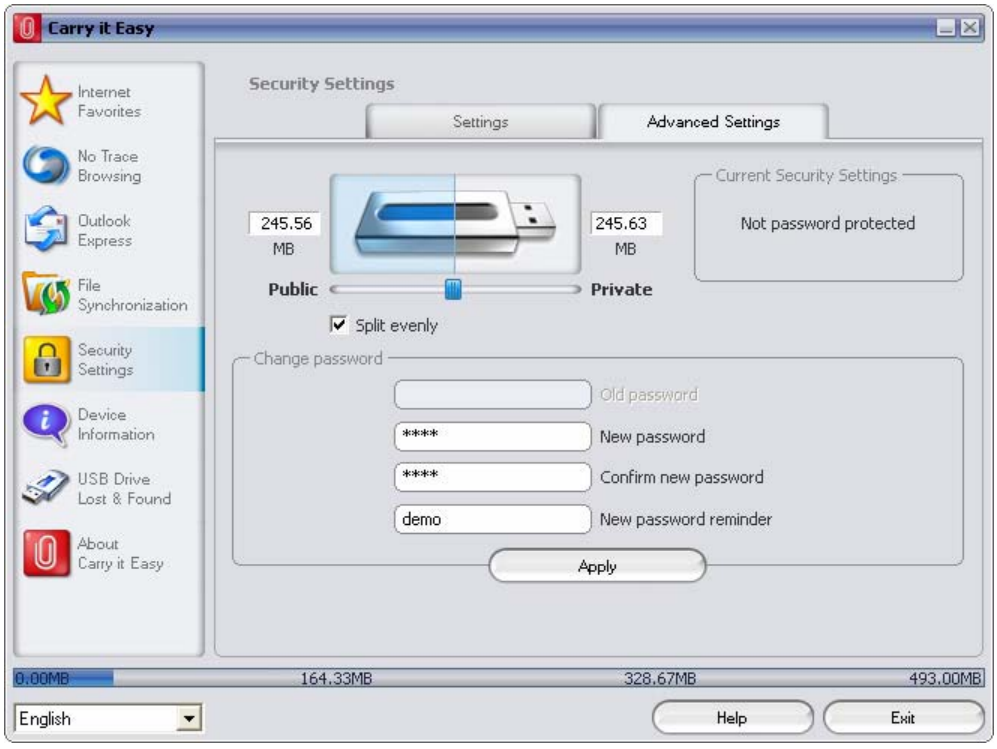
To **set a password** select in the main “Security Settings” window the option “Password protect my data” and enter a password as well as the password confirmation and the password reminder, and then click the “Apply” button.

Changing your existing password is also done in this window, by selecting the option “Change password”. In order to be able to change the password you have to give your old password and enter the new password with the password confirmation and the new password reminder followed by clicking the “Apply” button.

If **no password protection** is required and you already have password protection enabled, you have to select the “No password protection is required” option and give your old password and click the “Apply” button.



Partitioning the USB Flash Drive is an option that can be found in the "Security Settings" window by pressing the "Advanced Settings" tab. This will let you divide the USB Flash Drive into two areas: a Public area that everyone can access and a Private area that is password protected. You can choose the size of each partition either by moving the slide or by typing in the desired sizes. You also have the option of splitting the drive evenly.



Warning! When you partition the USB Flash Drive all the data will be deleted! To prevent the loss of important information you should back-up all your data that is on the Device.

Changing the security settings can take a few minutes depending on how many files are saved on the USB Drive. You will see a progress bar that indicates what the current status is.

After every change you will receive a message indicating if your security settings change was successful, or if errors have occurred. **Warning! The process of changing the security settings should never be interrupted; otherwise a permanent loss of data will be the result.**

If you have **forgotten your password**, you only have the possibility to select the change “Security Settings” option in the login window. You then only can select the “Reset password, delete all data” option. **Warning! For privacy reasons the USB drive will then be reformatted, resulting in a total loss of data.** Now the USB Drive is without password protection and can again be used normally.

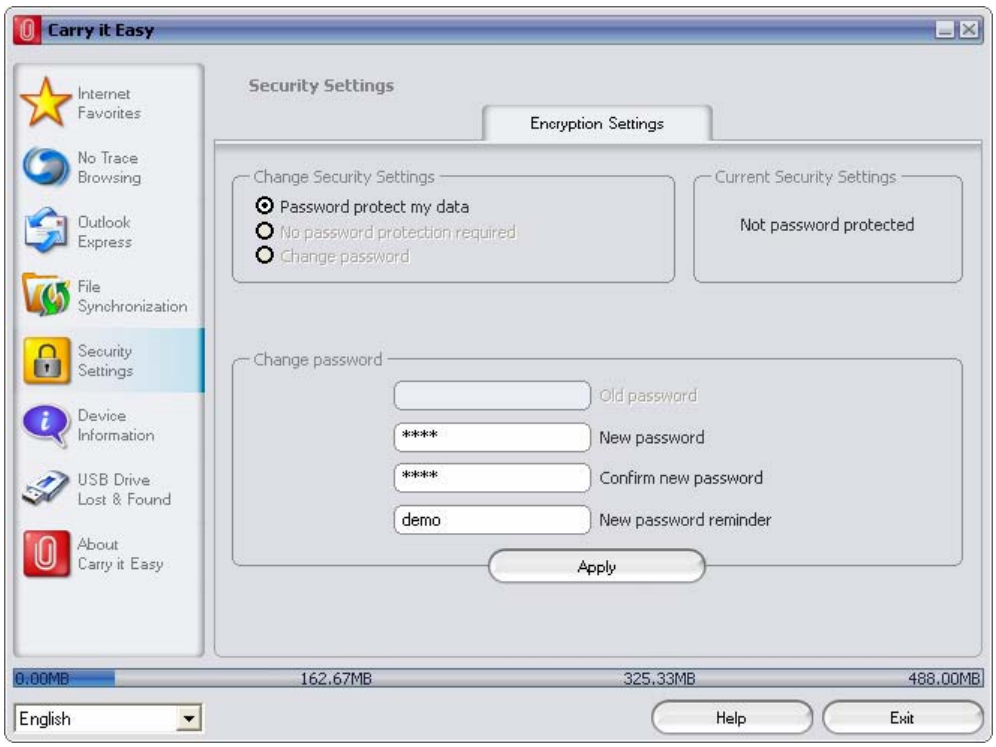
Your password is case sensitive. When you have entered a wrong password multiple times, you might be asked to unplug you USB Drive and try it again.

Attention! When you are changing your security settings you need to have all windows and applications (except Carry it Easy) closed that are accessing the data on the USB Drive. If a window is still displaying the content of your USB Drive or of an application is still accessing the Device you will receive a warning window asking you to close it.

5.1.2. Software encryption based password protection

(for most portable storage devices)

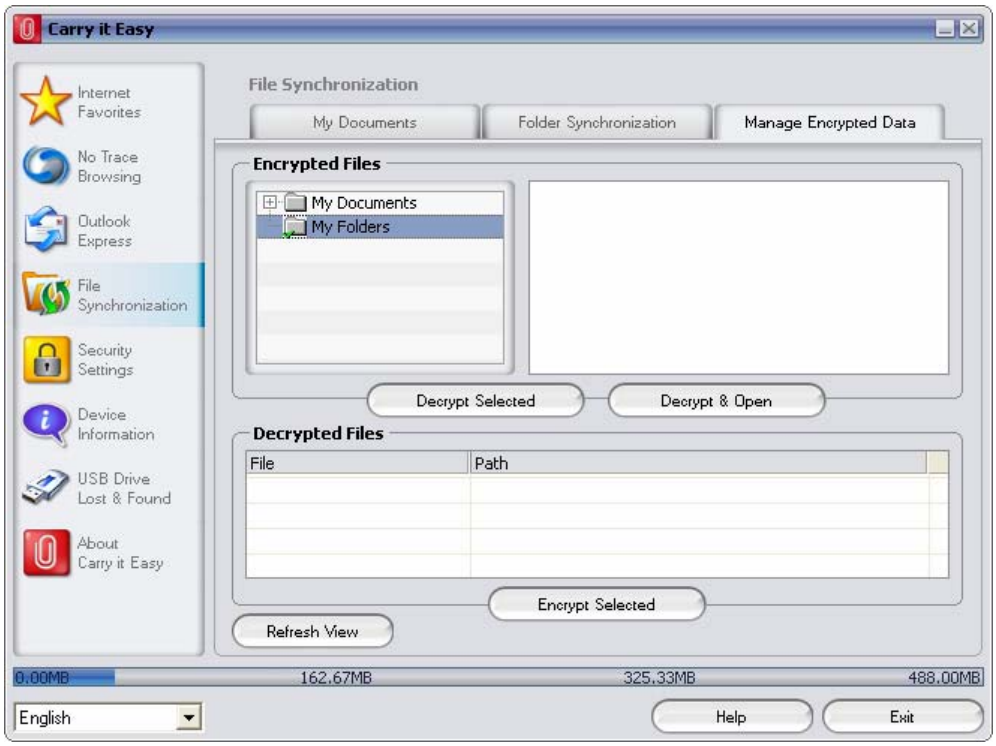
If your Device doesn’t support hardware based password protection then Carry it Easy automatically selects the encryption based password protection.



If you choose to password protect your device, Carry it Easy will encrypt the "Personal Data" folder on your portable storage device. Other data that is stored on the Device but not synchronized with Carry it Easy will remain unencrypted.

Carry it Easy encrypts only the data that was synchronized with Carry it Easy.

You can manage the encrypted files by going to the File Synchronization window. After you password protected your data, the *Manage Encrypted Data* tab is activated. You can decrypt & open any of your files and then re-encrypt them.



5.2. Internet Favorites Synchronization

To synchronize your Internet Explorer Favorites or your Firefox bookmarks, you have the choice of 5 different synchronization options. Before you start using this feature, you should familiarize yourself with these options. After you have synchronized your Favorites or Bookmarks, you can view them in Internet Explorer or in Firefox, when you activate the No Trace Browsing option and launch an Internet Explorer or a Firefox browser. When you have a large number of Favorites / Bookmarks the process of launching it can take some time.

The synchronization options are:

a) Creates and/or updates older Favorites on the Computer
b) Replaces all Favorites on Computer with the portable storages Favorites
c) Creates and updates all missing or older Favorites
d) Creates and/or updates older Favorites on the portable storage **(default option)**
e) Replaces all Favorites on portable storage with the Computers Favorites

Options a, c and d are chosen by selecting the respective arrow buttons and options b and e are chosen by selecting the “Delete existing…” tick bock and the respective arrow buttons.

After you have selected your preferred synchronization option you can start the synchronization process by clicking the “Synchronize” button.
When synchronization starts a progress bar will indicate that the process has begun and that your Internet Favorites/Bookmarks are being transferred. The “View Details” option in the progress bar will only display possible errors that have occurred during synchronization. When the synchronization is finished the “Finished” button becomes active indicating that the process has ended.
It can take a few minutes to synchronizing a large number of Internet Favorites/Bookmarks to and from your portable storage device.

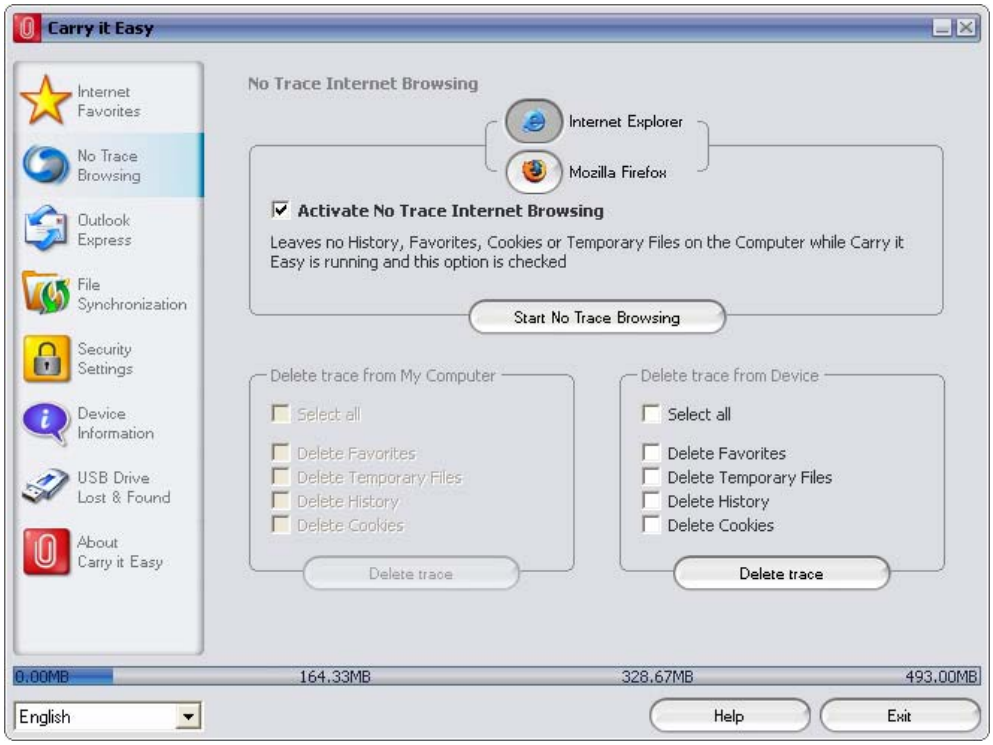
To delete Internet Favorites/Bookmarks on your portable storage or on your Computer you can use the options in the No Trace Browsing window.

5.3. No Trace Internet Browsing

With the “No Trace Browsing with Internet Explorer and Mozilla Firefox” option you can surf the internet without leaving a trace behind on the computer you have your portable storage device connected to.

To activate No Trace Browsing simply click on the “Activate No Trace Internet Browsing” option in the No Trace Browsing window of Carry it Easy. In case you have an Internet Explorer/Firefox window already open you will be asked if you want to close it so you can proceed.

When now opening an Internet Explorer/Firefox either via the “Start No Trace Browsing” button, or by starting the Internet Explorer/Firefox any other way, you will not leave a trace behind on the used computer.

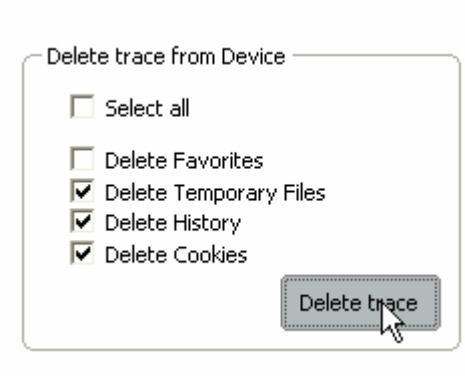


When No Trace Browsing is active you will see in the Internet Explorer windows header “No Trace Browsing” written. All the temporary files, history and cookies will be redirected and saved on your portable storage and not the Computer.

If you have synchronized your Internet Favorites/Bookmarks you can access them through the “Favorites” button in the Internet Explorer or the “Bookmarks” button in Firefox.

After every use we recommend that you delete the Temporary Files, Cookies and the History from your portable storage device as described below, in order to free up valuable memory space on your portable storage device.

5.4. Deleting Internet Browsing history



To delete your Internet browsing history on the Computer or on your portable storage, go to the "No Trace Browsing" window of Carry it Easy. Enter the "No Trace Browsing" mode. Select the objects you want to remove such as Internet Favorites, Temporary Files, History or Cookies and click the "Delete trace" button. You will be asked if you are sure you want to permanently delete the selected objects. After confirming a progress bar will indicate that the deletion is in progress. If you are removing a large amount of files (especially from your USB Drive), it can take a few minutes until the process is finished.

5.5. Portable Outlook Express Data

To keep your Outlook Express Data portable, you can select the "Outlook Express" option in the main window of Carry it Easy.

Follow these steps to make your Outlook Express Data portable.

1. **Create a backup to portable storage device**, by selecting the Outlook Express identity you wish to make portable. The selected identity will also include its respective address book / contacts. Carry it Easy selects the main identity by default. After selecting you have to click the "Create Backup" button. Now your Outlook Express identity including e-mail messages, contacts, message rules etc. is saved on your portable storage device. Your e-mail **account passwords** are not saved on the portable storage for security reasons (Windows doesn't allow it) so please make sure that you have the passwords for your e-mail accounts in mind so you will be able to check your e-mails with Carry it Easy, when you are on the road.

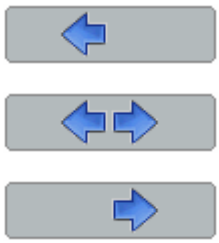
2. To **run Portable Outlook Express**, you need to select the identity backup you wish to view and then click the “Run Outlook Express” button. If the computer your USB Drive is plugged into is having an internet connection, you will be able to check your e-mails after providing your password for your e-mail account. In case the computer your portable storage device is plugged into doesn’t have an internet connection, you will still be able to view your saved e-mail messages and contacts.

3. To **manage your portable Outlook Express data**, select the “3. Manage Backups on USB” option and either remove the backup of one identity at a time by selecting it and clicking the “**Remove**” button. In case you have received new e-mails and you want to restore your Outlook Express data back to your computer, you can do so by using the restore function. Select the identity that you want to restore and click the restore “**Restore…**” button. Then you can choose if you want to create a new identity or if you want to replace an existing identity.

5.6. My Documents synchronization

To synchronize your My Documents, go to the File Synchronization option on the left main navigation. In the My Documents tab you will see your My Documents directory with all the included subfolders (“Show Hard Disk”). The folders you wish to synchronize with your USB Drive can simply be selected by clicking them. You then have to choose between one of the three synchronization rules available.

a) Creates and/or updates older My Documents on the Computer
b) Creates and updates all missing or older My Documents
c) Creates and/or updates older My Documents on the portable storage device



To synchronize data between the Computer and your portable storage device you have to apply one of the three synchronization options and go either to the “Show Hard Drive” or the “Show USB Drive” tab. Make the selection of the folders you want to synchronize and click the “Synchronize” button.

When the synchronization has begun, a progress bar will appear. In the progress bar an option “View Details” is available to show errors that might occur during the process. When the synchronization is finished the “Finished” button becomes active indicating that the process has ended.

5.7. View and Edit My Documents on portable storage

To view, edit or delete files and folders that are stored on your USB Drive, you can simply select the “Show USB Drive” tab in the My Documents option. When right clicking over the respective folder, you have the option to view the data or to delete it. When you have your data compressed you will not be able to use the right click function.

5.8. Data Compression on the Device

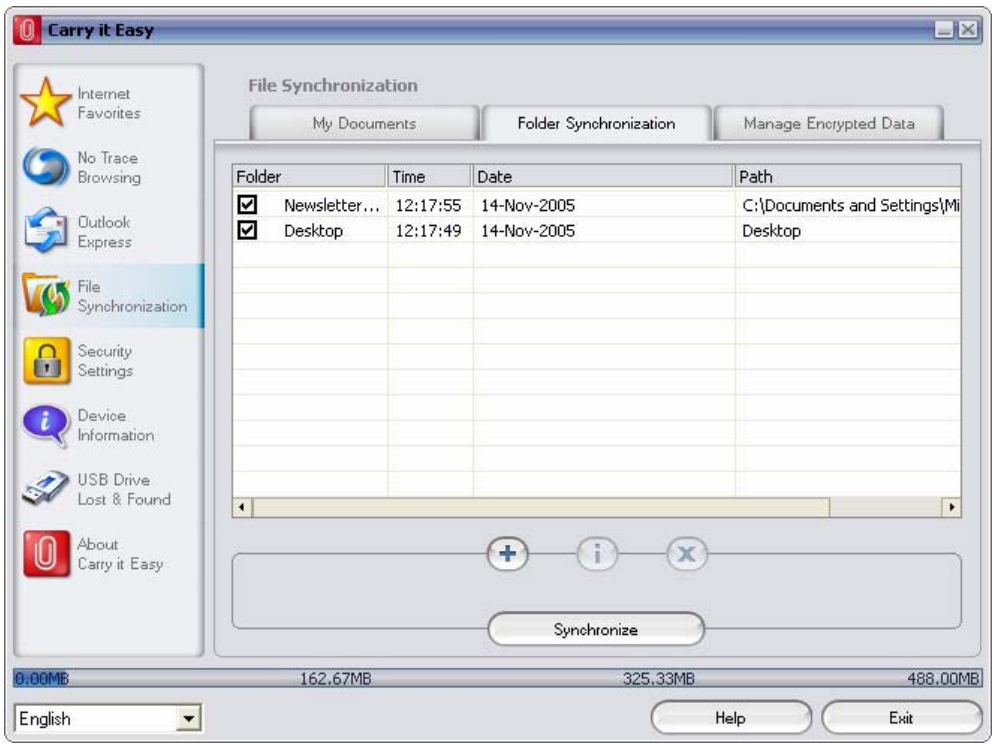
Carry it Easy offers you the option to compress the documents you want to synchronize in order to use the space on your Device more efficiently. In the “My Documents” tab or in the “Folder Synchronization” just select the “Data compression” option (screw clamp image). When you push the synchronization button the documents you selected for synchronization will be compressed and moved to the USB Flash Drive.

5.9. Folder and Desktop synchronization

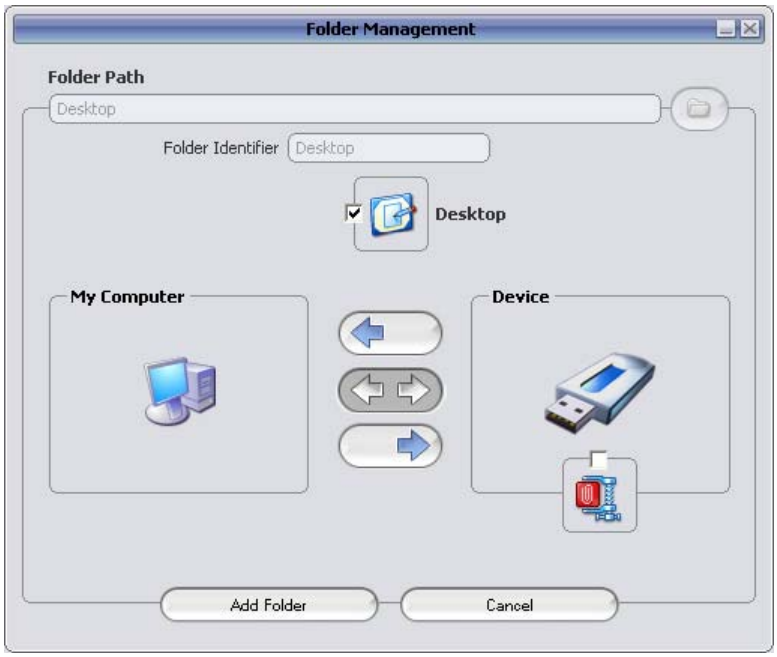
Carry it Easy lets you create profiles so you can easily synchronize documents between two or more computers. Go to the “File synchronization” window and click on the “Folder Synchronization” tab. To add a folder to the synchronization list just push the “+” button. If you want to edit the syncronization options push the “i” button. If you want to delete a profile, push the “x” button.

To synchronize the selected profiles with your Device push the “Synchronize” button.

The first time you connect to another computer and try to syncronize your documents you will be asked to select a folder on that computer with which the data from your Device should be synchronized with. You can do that by selecting the profile you want to syncronize and then pushing the “i” button. The next time you want to sync your data you just select it and push the “Synchronize button”.



To synchronize your Desktop items follow the same steps as described above.



5.10. Adding files and folders to your portable storage device

To add further files and folders to your portable storage device, you have to login with your password in Carry it Easy (if you have selected password protection) and copy them into the directory e.g. E:(USB_Drive)\Personal Data\My Folders. The subfolder “My Folders” is available to hold this data.

Attention! Save your data only in “My Folders”, otherwise if the security settings are changed the data will be permanently lost.

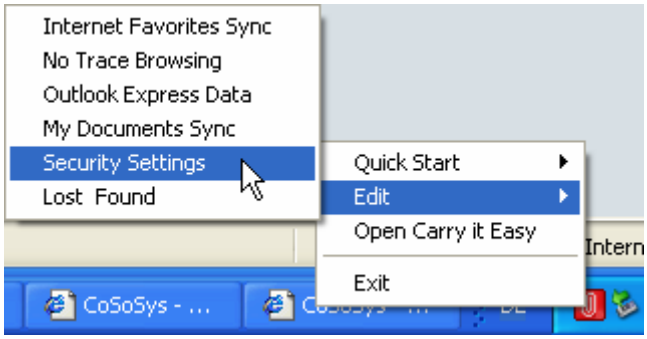
5.11. USB Drive Lost & Found™

In case your portable storage device might get lost, you can now thanks to our Lost & Found function, let the finder know who the owner of the device is. Even if you have chosen to password protect all your data, the finder will still be able to contact you, without having access to your protected data on the portable storage device.

To use Lost & Found, simply fill out the form fields provided in the Lost & Found window and click the “Apply” button. A success message will confirm you that the process was successful.

5.12. Work with the system tray menu

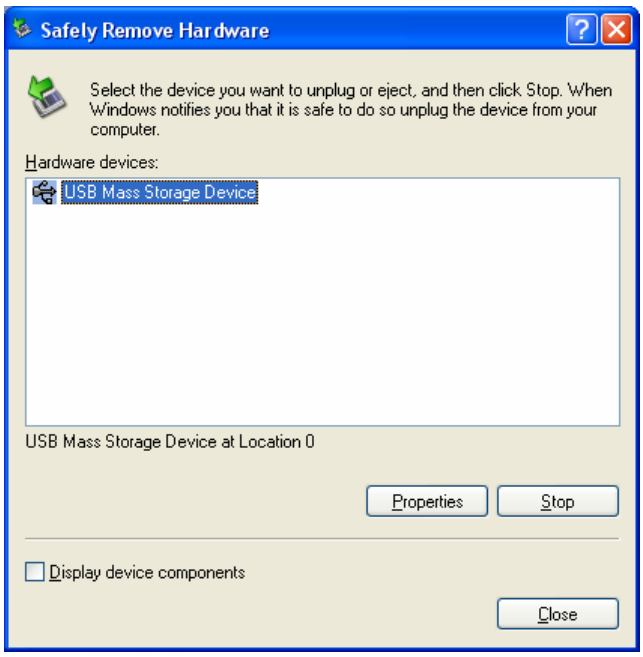
Via the Carry it Easy Icon in the system tray you are able to reach all the Carry it Easy options.
With the Quick start option, you are able to view your My Documents content or to start an Internet Explorer window with your Favorites/Bookmarks.



5.13. Safely remove hardware

Before you unplug your portable storage device (USB Drive) from the USB port of your computer, you have to use the “Safely Remove Hardware” option from the system tray, otherwise you risk corrupting the data stored on your USB Drive (especially when using Windows 2000).

To “Safely Remove Hardware”, double-clicking the system tray icon and then select the USB Drive you want to remove from the list and click “Stop”.


Safely Remove Hardware
Select the device you want to unplug or eject, and then click Stop. When Windows notifies you that it is safe to do so unplug the device from your computer.
Hardware devices:
USB Mass Storage Device
USB Mass Storage Device at Location 0
Properties
Stop
Display device components
Close

A message will appear indicating that the removable storage can now be securely removed. If a message appearing that says “The device ‘…’ cannot be stopped right now” you have to close your windows explorer or any other application that might still access the data stored on the USB Drive.

5.14. Configuring Multiple Devices at the same time

If you have more than one portable storage device connected to your computer you have to select from the Carry it Easy Device list which one you will continue to configure.

6. Update Mechanism

You can check for the availability of new Carry it Easy version by clicking the "Update" button in the "About" tab of Carry it Easy. If there is a newer version available you will be informed and asked if you want to download it. The application will be downloaded directly to your portable storage device. If it is not possible to replace the running version on your portable storage device the new version will be saved on your desktop. You will then be required to replace the older version on the portable storage device with the newer version by replacing it via copying/overwriting.

7. Support

In case additional help, such as the FAQs or e-mail support is required click in the "About Carry it Easy" option of the application on the "Online Help" link and you will be directed automatically to our support website.

Or you can visit the support website directly at http://www.cososys.com/help.html

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